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CALENDAR - SCHEDULE EVENTS

Description:

This is the method for designating a day and an amount of time for the court to hear cases and make rulings.

Reference:

CORIS Help Screen and <http://www.utcourts.gov/resources/rules/urcp>

Overview:

The court or the clerk shall determine when a matter is ready for hearing. At that time the clerk shall calendar the matter in CORIS for the appropriate date and time before the appropriate judge or commissioner. A notice and certificate of mailing may be prepared. A calendar can then be printed or displayed for a given period of time.

The court relies on the calendar to know what cases are to be heard at a given time. The public may access the calendar either by viewing it on the court's website at <http://www.utcourts.gov/cal/> or by viewing copies of the calendar posted at courtroom doors.

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Procedure/Computer Entry

If a matter in a case is ready to come before the court, it must be scheduled in the CORIS calendar program.

To Schedule an Event:

1. From the **Primary Menu** select **C**ase > **C**alendar > **S**chedule Event (or use **ALT F8**).

This screen can also be accessed through the document screen under **Toolbox (ALT F8)**. It is also available from the **I**ncourt > **S**entencing screen under **Toolbox** using the same keystrokes.

Schedule Event

Case **041000434** State Felony Assigned Commissioner
Last Name **TEST** Assigned Judge **EDWARD A. WATSON**
First Name **TEST23** ☐ Set Defaults (date, room, judge) **Find** **Clear**

Event	On	At	In Room	With
[Dropdown]		<input checked="" type="radio"/> AM <input type="radio"/> PM	NONE	WATSON, EDWARD A.

Event Description **[Text Box]** Priority **1** Length **[Text Box]**

☐ Add Note ☐ Print Notice
☐ Add Interpreters ☐ Court Reporter

Certificate of Notification **Completion Dates** **Notice Instructions** **Enter** **Exit**

2. Choose the type of event to schedule from the **Event** list box.

If the exact event needed is not listed, select an event which is close to the desired event, and then type the exact description in the **Event Description** box. Whatever is typed in the **Event Description** box will be printed on the calendar as a description of the event scheduled. If the **Event Description** box is left empty, the event type selected in the **Event** drop down box will be printed on the calendar.

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3. Tab to **On** and enter the date in the format of MM/DD/YY. Tab to **At** and enter the time in the format of HH:MM. When you tab, AM or PM is selected automatically but can be manually changed.
4. Tab and select a specific courtroom and/or a specific judge.
5. The **Length** of the event is optional. When it is entered, it should be entered as hours and/or minutes (HH:MM), or as a number of days. If a length of time is entered, the computer will calculate the total time scheduled for that day and display it on the view month calendar.

If a multiple day event is scheduled, change the drop down box in the length area of the screen to days. A dialogue box will appear for each day, asking for the times the event will require for each day. The date and time should default to this screen but the length of the hearing must be filled in. You cannot continue until this is done.

The screenshot shows a dialog box titled "MULTIPLE DAY EVENT -- DAY 1". Inside, there are three rows of input fields. The first row is labeled "Date" and contains the text "05/16/2005". The second row is labeled "Begin Time" and contains the text "09:00". To the right of the "Begin Time" field are two radio buttons; the top one is selected and labeled "AM", and the bottom one is labeled "PM". The third row is labeled "Length (HH:MM)" and contains an empty text box. At the bottom right of the dialog box is a button labeled "Enter".

6. If **Add Interpreters** box is checked, enter what language is needed and a notation will be listed on the **Events for Case** screen. A notation will also appear if the **Court Reporter** box is checked. When subsequent hearings are entered, the system will ask if a court reporter or interpreter is needed.
7. If **Add Note** box is checked, the clerk will not be able to enter the note until after the event is completely scheduled and **Enter** is selected. After the message stating "The event was calendared successfully" has been acknowledged, the Calendar Note screen appears and the clerk may select a Predefined Note or use the Free Form screen to create their own note. The note does not print on the notice but will appear on the calendar with that case.

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Calendar Notes

Predefined Calendar Notes

- Notebook
- Stipulation of Counsel
- Case Settled
- Computer Error
- stipulation of counsel

Use Selected Predefined Note

Calendar Notes for other events of the case

Use Selected Other Note

Calendar Notes for this event

Free Form Delete Enter Exit

Check the **Print Notice** box to print a Notice. This will also activate the Certificate of Notification, Completion Dates, and Notice Instructions boxes.

Certificate of Notification, when selected, will create a written notice to all parties in the case. To avoid sending notice to unnecessary parties, remove the X from the box next to the name. This will remove that name from the certificate.

Certificate of Notification

Case 041000399 MD

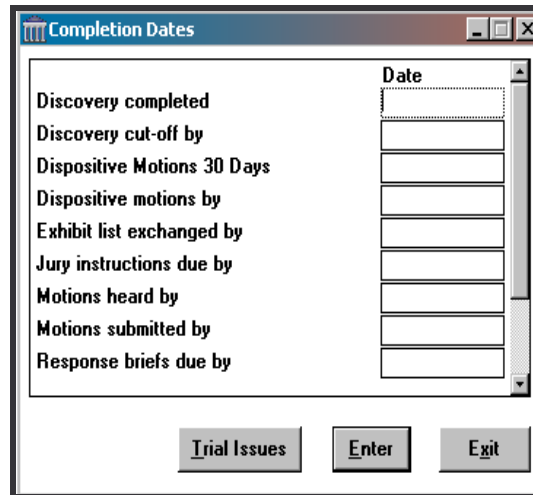
Title ALTA CITY1 vs. MOUSE, MICKEY

Notify	Last Name	First Name	Party Type	Delivery Method
<input checked="" type="checkbox"/>	MOUSE	MICKEY	Defendant	Mail
<input checked="" type="checkbox"/>	ALTA CITY1		Plaintiff	Mail

Unselect All Add Party Continue Exit

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Completion Dates box is selected, enter in various dates set by the court for case management. This is an option and not essential to scheduling.

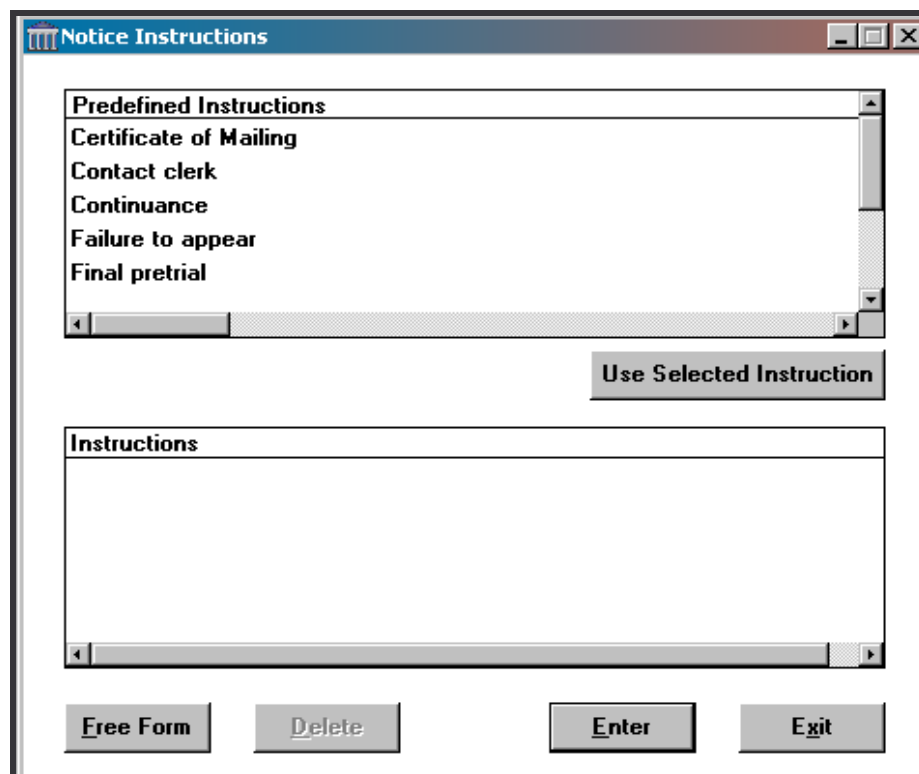


The **Completion Dates** dialog box contains a list of legal events on the left and a corresponding date input field on the right. The events listed are: Discovery completed, Discovery cut-off by, Dispositive Motions 30 Days, Dispositive motions by, Exhibit list exchanged by, Jury instructions due by, Motions heard by, Motions submitted by, and Response briefs due by. The date input field is currently empty. At the bottom of the dialog are three buttons: Trial Issues, Enter, and Exit.

	Date
Discovery completed	
Discovery cut-off by	
Dispositive Motions 30 Days	
Dispositive motions by	
Exhibit list exchanged by	
Jury instructions due by	
Motions heard by	
Motions submitted by	
Response briefs due by	

Trial Issues Enter Exit

Notice Instructions provides a way to give further information about a hearing. If selected, predefined instructions may be inserted in the notice, or if **Free Form** is selected, more specific instructions for the hearing may be typed.



The **Notice Instructions** dialog box features a list of predefined instructions: Certificate of Mailing, Contact clerk, Continuance, Failure to appear, and Final pretrial. A **Use Selected Instruction** button is located to the right of this list. Below the list is a large text area labeled **Instructions** for free-form entry. At the bottom are four buttons: Free Form, Delete, Enter, and Exit.

Predefined Instructions

- Certificate of Mailing
- Contact clerk
- Continuance
- Failure to appear
- Final pretrial

Use Selected Instruction

Instructions

Free Form Delete Enter Exit

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9. **Enter** will finalize the calendaring for that event and a message will appear stating that the event was calendared successfully. If another event is scheduled for another date, a new event may be entered immediately without exiting the calendaring screen. This will put multiple events on one notice. However, if this is done from the in-court screen, once **Enter** is selected, a message will appear stating, "Calendar information has been found in this set of minutes, do you want to delete them and only have this calendar setting?" If **yes** is selected, the first calendar event will be removed. If **no** is selected, both events will remain scheduled.

To View, Modify or Cancel a Calendared Event:

A calendared event in a selected case may be viewed from the **Primary Menu > Case > Calendar > Events for Case** or use the Hot Key **F8**. Hearings can be added, modified, or cancelled. Notes and interpreters may also be added.

1. To modify an event in a specific case, select the event to be modified. Once highlighted, select the **Modify** button and make any changes necessary. You must select a reason for the modification from the drop down box.
2. To cancel a hearing in a specific case, select the event to be canceled. Once highlighted, select a cancellation reason from the drop down box then select **Cancel**.
3. **Delete** should only be used when an event is calendared in error.

Scheduled Events For Case												
Case	041000434		State Felony		Find		Clear					
Last Name	TEST				First Name	TEST23						
Delete		Add		Cancel								
Interpreters...		Note		Modify		Exit						
Event	Date	Time	Room	Judge/ Comm.	Notes	Interp.	Reporter	Date Calendared	Date Cancelled	Last Modified by	Cancelled by	Cancel
BENCH TRIAL	05/20/2005	9:00 AM		ewatson			N	03/01/05 14:41		paulab		
BENCH TRIAL	05/19/2005	9:00 AM		ewatson			N	03/01/05 14:41		paulab		
BENCH TRIAL	05/18/2005	9:00 AM		ewatson			N	03/01/05 14:41		paulab		
BENCH TRIAL	05/17/2005	9:00 AM		ewatson			N	03/01/05 14:41		paulab		
BENCH TRIAL	05/16/2005	9:00 AM		ewatson			N	03/01/05 14:41		paulab		

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- Calendared events for a given day may be viewed from **Primary Menu > Case > Calendar > View a Day** or **ALT F7**. The screen will default to the current date with **All** for the judge and room. Type in the desired day, Selecting the judge and the room from the drop down box will narrow the selection to be viewed. An abbreviated display of cases calendared will appear.

Court Schedule for June 24, 2005

June 24, 2005									Notes
Time	Priority	Length	Event	Case	Name	Party	Judge		
12:01 AM		23:58	JUDGE AWAY		vacation		marshalc		
9:00 AM	1	7:00	TRB	055018246 TC	SMYTHE, NORMAN ALTA CITY1	DEF PLA	kennethr		

☒ A.M. Sort
☐ P.M.

Use the Sort drop down list for ease in locating a particular event or party or case number.

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- Calendared events for a given month may also be viewed from **Primary Menu > Case > Calendar > View a Month** or **F7**. The screen will default to the current month and year with ALL for the judge and room. This will display all days where cases have been calendared. To view scheduled events for a specific day, use the mouse to select the day.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 BWH 0:00	2 COURT 0:00	3 COURT 0:00	4 COURT 1:00	5 ARR 10:00
6	7 COURT 2:00	8 COURT 3:00	9 COURT 2:00	10	11	12
13	14	15 ACC 0:00	16	17	18	19
20	21	22 ENJ 0:00	23	24	25	26
27	28	29	30	31		

Month **March** Year **2005** Judge **ALL** Room **ALL** **Retrieve**
Print Screen **Exit**

The **Retrieve** option is used to update the display if search criteria is changed.

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To Prepare a Printed Calendar

1. A detailed calendar may be prepared from **Primary Menu > Information > Reports > Calendar > Print Calendar** or **Shift F7**. Enter in the starting date, the starting time and all the necessary fields to obtain the information desired. The more fields that are selected, the more detailed the calendar will be.

Print Calendar

SELECTION CRITERIA:

Starting at Time ☒ AM ☐ PM in Room with

Ending at Time ☐ AM ☒ PM Event Type Case Type

Jurisdiction

☒ All ☐ State ☐ County ☐ City

☐ Law Enforcement Agency

FORMATTING:

Print names for ☐ Sealed ☐ Mental Hearing ☐ Adoption

☐ Sequence Numbering Sort Order

☐ Print Calendar Note Lines Between Cases (1-20)

☐ Print Case Note Print Case History Notes from past days

☐ Print Case History ☐ Print Start/Stop Time

☐ Print Sentencing Information ☐ Print Assigned Judge

☐ Print Interpreter/Court Reporter Information

Print Charges

☐ No ☐ Code ☒ Text

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2. A less detailed calendar may be printed by going to **Case > Calendar > View a Day** or **ALT F7**. Enter the date, judge and room. The cases will be displayed and may be printed by using **Print Screen**.

Court Schedule for March 2, 2005								
March 2, 2005								
Time	Priority	Length	Event	Case	Name	Party	Judge	Notes
12:01 AM		23:58	JUDGE	AWAY	Heaven		pgrant	
9:00 AM	1	0:00	ARR	021000048	FS TEST ALTA CITY1	DEF PLA	sdaniels	
9:00 AM	1	0:00	ARR	055012608	MD JOHNSON, MATT SALT LAKE CITY	DEF PLA	wthorne	
11:00 AM	1	0:00	LMH	030000311	DC MOUSE, MICKEY DUCK, DONALD	DEF PLA	giwasaki	

☒ A.M. Sort
☐ P.M.

3. To schedule **JUDGE AWAY**, from **Case > Calendar > Judge Schedule**. Select the Judge and fill in the beginning date and time and the ending date and time and the reason. The information will be displayed in the less detailed calendar as shown above.